

Special Event Catering Form

OFFICE USE
ONLY

Event Date: _____

Client Name: _____

Facility Start Time: _____

Facility End Time: _____

Contact Information

Catering Company: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Do you have a City of Newport Beach Business License? ☐ Yes ☐ No *If no, see page 2*

Day of the Event

Main contact (present at the event): _____

Number of staff during the event: _____

Estimated arrival time: _____

Estimated departure time: _____

Please provide a detailed description of how you will utilize our kitchen facilities for the event (including our kitchen equipment you plan on using): _____

Additional equipment you will bring for the event (BBQs, chafing dishes, flatware, deep fryers, etc.): _____

Kitchen Use Agreement

Please read the following:

- I understand that we will be allowed in the facility and required to vacate the facility at the times agreed upon by our client's contract
- I understand that we are responsible for leaving all kitchen equipment and countertops clean and in the condition they were before the event.
- I understand that OASIS Senior Center only provides the appliances/equipment located in the kitchen. My staff will only use appliances they are familiar operating and cleaning properly

X _____
Signature of Main Catering Contact

X _____
Date

Return form to: Jennifer Sisoiev, Assistant Recreation Coordinator

By Mail: 801 Narcissus Ave, Corona del Mar, CA. 92625

By Fax: (949) 640-7364

By Email: jsisoiev@newportbeachca.gov

Licenses Required for Rentals

Business Licenses for Professional Services

All businesses providing catering or event services (DJ, lighting, sound technicians, florists, photographers, etc.) must have a current City of Newport Beach business license on file. A reduced rate is available for businesses that do just one event per calendar year within the City. For more information or to acquire the license, please call our Revenue Division customer service line at (949) 644-3141.

Liability Insurance

All vendors must also provide a Certificate of Liability Insurance listing the City as additionally insured on their policies for the day of the event or rental.

A liability insurance policy (\$1,000,000) is required for all gatherings with alcohol. The City of Newport Beach offers insurance through Alliant Driver Specialty Group upon request. However, you may purchase insurance privately and must provide the City with a Certificate of Insurance listing the City as additionally insured.

Alcohol Permit

Alcoholic Beverage Control (ABC) permits are required for events where alcohol is being sold. Permits are available through the Department of Alcoholic Beverage Control for non-profit organizations and caterers. **Private parties are permitted to serve, but not sell, alcohol without a license.** Private individuals are not permitted to sell alcohol unless a caterer or bartender who possesses an ABC license is contracted. Contact the Dept. of ABC at www.abc.ca.gov or (714) 558-4101 to obtain permit. The City will require a copy of the permit.

SAMPLE KITCHEN CHECKLIST

Staff will walkthrough kitchen and go through the entire checklist with catering staff. All appliances must be cleaned properly and to the condition in which they were found. Catering staff must

Coffee Machine

- ☐ All coffee is drained out of the coffee machine
- ☐ Coffee filters are emptied and cleaned
- ☐ Counter space and machine are wiped down
- ☐ Coffee machine is left on

Refrigerator

- ☐ All event related items are removed
- ☐ Spills are cleaned

Oven

- ☐ Outside of the oven is clean
- ☐ Racks and inside of the oven are clean
- ☐ Oven is turned off

Griddle

- ☐ Griddle surface is clean
- ☐ Grease traps are emptied
- ☐ Griddle is turned off

Stove

- ☐ Stove surface is clean
- ☐ Inside of warming unit below is clean
- ☐ Stove is turned off

Warming Stations (On the counter and the 2 large standup warmers)

- ☐ Warming units are drained and cleaned
- ☐ Warming stations are turned off

Dishwashing Station

INVENTORY KITCHEN SUPPLIES			
Item	Quantity	Before	After
dishwasher racks	9		
plastic pan with lid	1		
soak pans (for silverware)	2		
medium pots	3		
small pots	3		
large crock pot	1		
coffee urns	2		
squeegee heat resistant	1		
griddle pad holder	1		

- ☐ Surfaces are cleaned
- ☐ Food catcher is emptied, cleaned and drained
- ☐ Dishwasher is turned off

Counter Tops

- ☐ All counter surfaces are cleaned
- ☐ All sinks are cleaned